



Information Technology (IT) Policies



050.101 Security Awareness Program

Version 2.0
October 14, 2015

050.101 Security Awareness Program	Current Version: 2.0
050.000 Security Awareness	Effective Date: 11/30/2006

Revision History

Date	Version	Description	Author
11/30/2006	1.0	Effective Date	CHFS IT Policies Team Charter
10/14/2015	2.0	Revision Date	CHFS IT Policies Team Charter
10/14/2015	2.0	Review Date	CHFS IT Policies Team Charter

050.101 Security Awareness Program	Current Version: 2.0
050.000 Security Awareness	Effective Date: 11/30/2006

Table of Contents

050.101 SECURITY AWARENESS PROGRAM	4
1.1 POLICY	4
1.2 SCOPE.....	4
1.3 POLICY/PROCEDURE MAINTENANCE RESPONSIBILITY	4
1.4 EXCEPTIONS.....	4
1.5 REVIEW CYCLE	5
1.6 CROSS REFERENCES	5

050.101 Security Awareness Program	Current Version: 2.0
050.000 Security Awareness	Effective Date: 11/30/2006

050.101 Security Awareness Program

Category: 050.000 Security Awareness

1.1 Policy

This section defines and details the requirement for security awareness that data owners are expected to implement to safeguard their computing assets. All new employees and contractors are presented with access to the security policies and the CHFS 219 confidentiality form prior to the provision of access to any CHFS computing asset. Users must also be reminded annually on their security responsibilities. Additionally, the IT Security & Audit Section is responsible for periodically sending out reminders concerning contemporaneous security events and current security risks.

To satisfy the requirement for the Security Awareness Program, the following Awareness activities are required:

- Initial awareness at the time worker begins with CHFS
- Annual awareness
- A written record to document that the initial and annual awareness activities were completed

1.2 Scope

This policy applies to all CHFS employees and any contractor or other user with a CHFS domain Active Directory account (hereinafter “contractor”), including all persons providing contractor services, who use, process, or store computerized data relevant to agency business. Any employee, contractor or contracted 3rd party entity with access to CHFS data must participate in or provide a security awareness program. Third parties with access to CHFS data but without a CHFS AD account must manage their own awareness program.

1.3 Policy/Procedure Maintenance Responsibility

The Office of Administrative and Technology Services (OATS) IT Security & Audit Section is responsible for the maintenance of this policy.

1.4 Exceptions

Any exceptions to this policy must follow the procedures established in CHFS IT Policy #070.203.

050.101 Security Awareness Program	Current Version: 2.0
050.000 Security Awareness	Effective Date: 11/30/2006

1.5 Review Cycle

Annual

1.6 Cross Reference(s)

- CHFS OHRM Personnel Procedures Handbook, Chapter II: 2.10
- CHFS Employee Privacy and Security of Protected Health, Confidential and Sensitive Information Agreement form
- CHFS IT Policy # 070.203 – Exceptions to Standards and Policies.
- COT SSPM Section 14.0 Security Awareness